

*Numbered Memorandum RM 06-17: "NWM 09 Guidance for Building an Effective Enterprise-wide Electronic Records Management (ERM) Govern"*

*NARA has issued the attached e-Gov e-Records Management Initiative document "Guidance for Building an Effective Enterprise-wide Electronic Records Management (ERM) Governance Structure". It is provided for your use in planning for implementing and operating an ERM at your office as it is applicable to your situation.*

*The Guidance document provides a description of the need for governance of the ERM and suggestions for the types of governance that should be provided not only during the development and implementation phases of a project but also for the post-implementation phase. The comments provided by DOE during the comment period have generally been incorporated into the guidance.*

*If you have any questions about the use of the provisions in the document you can refer to the NARA web site mentioned below or contact Jay Blewett at [jay.blewett@hq.doe.gov](mailto:jay.blewett@hq.doe.gov).*

*Sharon*

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-----Original Message-----

From: RM Communications [<mailto:RM.Communications@nara.gov>]

Sent: Thursday, December 22, 2005 4:01 PM

To: <snip>

Subject: NWM 09 Guidance for Building an Effective Enterprise-wide Electronic Records Management (ERM) Govern

December 22, 2005

NWM 09 2006

MEMORANDUM TO FEDERAL AGENCY CONTACTS: *Guidance for Building an Effective Enterprise-wide Electronic Records Management (ERM) Governance Structure.*

*I am pleased to notify you that NARA has issued Guidance for Building an Effective Enterprise-wide Electronic Records Management (ERM) Governance Structure as part of the E-Gov Electronic Records Management (ERM) Initiative. The Guidance has been posted on the NARA web site at*

<http://www.archives.gov/records-mgmt/policy/governance-guidance.html>

*and is attached to this memo. This is the fourth of six documents to be produced under the Enterprise-wide ERM Issue Area, providing guidance on implementing electronic records management.*

*This document defines governance and its importance to the success of IT projects, the purpose and function of that governance, how project-specific governance (such as those instituted for enterprise-wide ERM) fits within and alongside other established governance structures, and the risks attendant in the absence of good governance. It is organized to help those considering improvements to their existing governance structure identify additional mechanisms and approaches that they can employ on ERM and other IT projects.*

PAUL M. WESTER, JR.  
Director  
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Cc: FYI IT Council